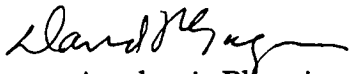


# SIMON FRASER UNIVERSITY

## OFFICE OF THE VICE-PRESIDENT, ACADEMIC

### MEMORANDUM

**To:** Senate

**From:** D. Gagan, Chair   
Senate Committee on Academic Planning

**Subject:** Temporary Course Withdrawal  
(SCUS Reference: SCUS 98 - 25)  
(SCAP Reference: SCAP 98 - 68)

**Date:** December 11, 1998

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Action undertaken by the Senate Committee on Undergraduate Studies and the Senate Committee on Academic Planning gives rise to the following motion:

**Motion:**

"that Senate approve, as set forth in S.99 - 9 , the proposal to create a "Temporarily Withdrawn" category for courses not offered."



**Policy:**

If, after not offering an approved course for 6 consecutive semesters, a teaching program temporarily lacks the resources needed to mount that course in the following 2 years, it may request to have the course temporarily withdrawn from the Calendar until the necessary resources are available.

**Procedures:**

1. The Registrar will continue annual identification of courses that have not been offered for at least 6 consecutive semesters. Through their respective Faculties, programs will be asked to assign each course to one of three categories:

Retain: This will normally be allowed only if the program specifically commits to offering the course in one of the following 6 semesters.

Delete: This option will be selected when a department no longer intends to offer the course.

Temporarily Withdraw: If the program does not want to delete the course, but has a short-term lack of the resources needed to offer it, the course will be withdrawn from the Calendar until further notice.

2. Each year that a department has a course in the TW category, it will be asked to a) reaffirm this status, or b) change the status to retain or delete.

3. No course may remain in the TW category for more than 4 years. Failing a specific commitment to offer the course, after 4 years as TW a course will be deleted.

4. The responsibility for maintaining records of TW courses lies with Faculties. Faculties shall query their programs' TW courses at the time they deal with the Registrar's annual list of courses not taught for 6 semesters. The Faculty responses to SCUS shall include an updated list of TW courses.